External Portal – DLA Energy Convergence Job Aid

AMPS Process for CAC Users With @dla.mil E-Mail Address

Effective August 2012

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Introduction

Purpose:

Defense Logistics Agency's (DLA) **Account Management and Provisioning System** (AMPS) has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required.

AMPS provides:

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Data Owners and Security Officers
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

Business Scenario:

This job aid provides instructions on how to submit a request via AMPS to gain access to the DLA Enterprise External Business Portal (EEBP)

Audience:

This job aid is intended for Common Access Card (CAC) users WITH an @dla.mil e-mail address who need to access the EEBP to perform the following DLA Energy Convergence roles:

Note: This job aid is only for specifically identified DLA personnel

- **Customer Direct Order Processor** – Users that place Customer Direct Sales Orders for their authorized Petroleum DoDAAC(s).

- **Into-Stock Order Processor** – Business Partners that place Into-Stock (Inventory Resupply) Orders for their authorized Petroleum DoDAAC(s).

- **Delivery Locations Conditions Maintainer** – Users that maintain customer location and delivery data for their authorized Petroleum location/ material DoDAAC(s).

- **Line of Accounting (LOA) Maintainer/Viewer** – Users that maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s).

- **Planning Collaborator** – Users that collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations

- **Report Viewer** – Users that have the ability to view and download sales and inventory reports for external organizations and systems

- **Service Control Point (SCP) Report Viewer** – Service Control Point Personnel that have the ability to view and download sales and inventory reports for external organizations and systems

Additional Information:

The following information will be needed to complete the AMPS process:

- Information Assurance training completion date

- DoDAAC information

- Contract number, contract expiration date **Contractors only

About the AMPS User Interface

As you navigate through the AMPS pages, you will click various radio buttons and checkboxes and select items from list boxes. In most cases, these choices will cause the current AMPS page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see the following error message:

Click the '**OK**' button in the error message box to close the error message and allow AMPS to continue to refresh the page.
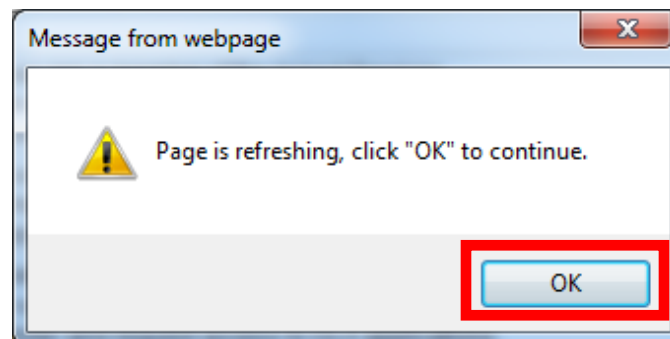
AMPS Error Message

🖩 **Steps**

I. **Launching AMPS**

    a. Launch AMPS by typing the URL **https://amps.dla.mil** into your web browser

    b. You will be prompted to select a certificate

    c. Select the **DOD EMAIL** certificate

    d. Click the '**OK**' button
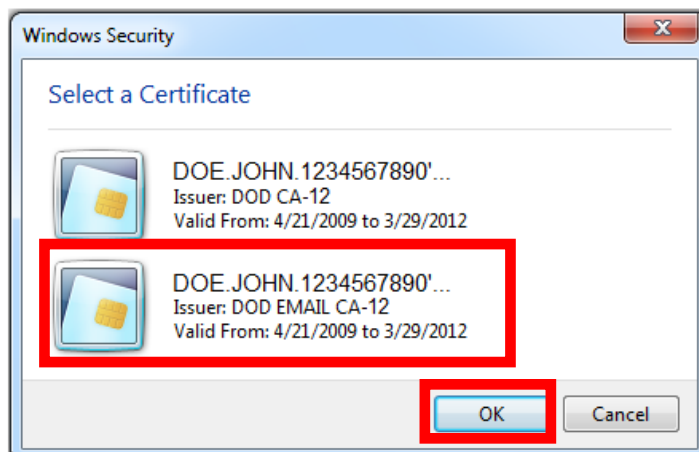
    e. If prompted, enter your PIN

    f. Click '**OK**'
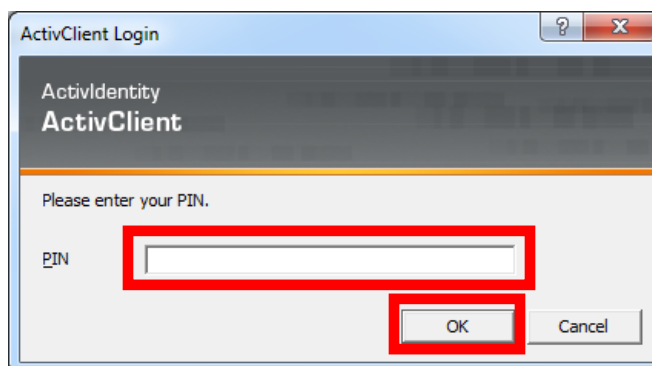
g. When the *U.S. Government (USG) Information System (IS) – Use and Consent* screen loads, click the '**OK**' button to agree with the use and consent requirements and move to the AMPS homepage
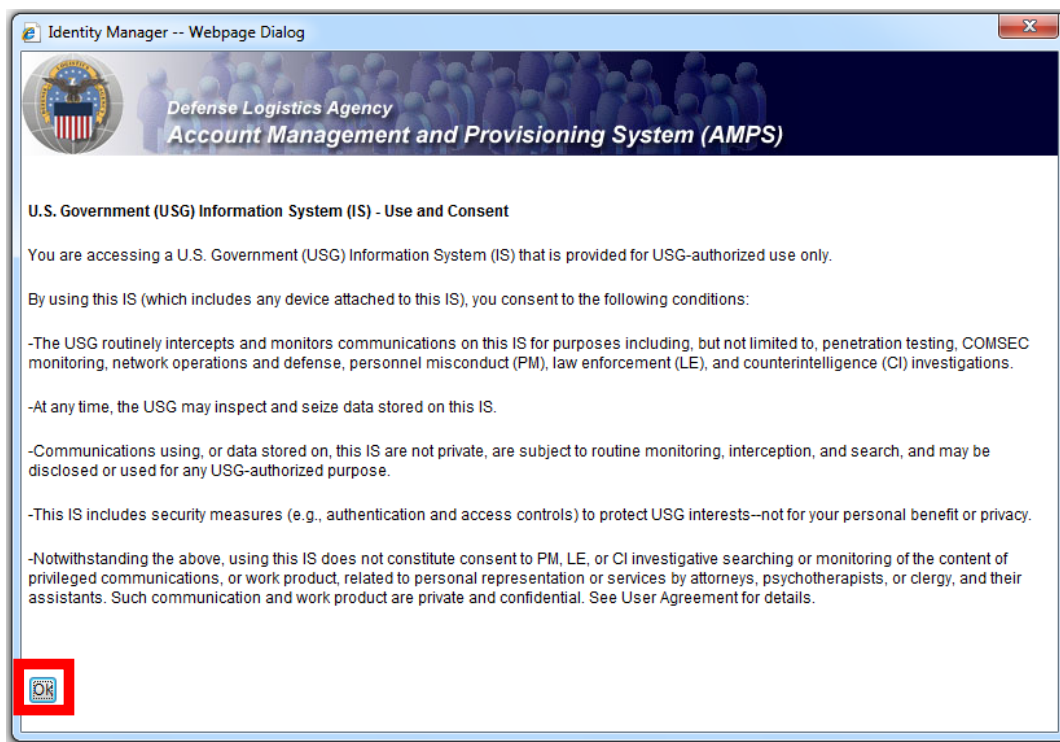
U.S. Government Information System (IS) – Use and Consent Screen

II. Applying for an Enterprise External Business Portal Role

In order to access any of the applications managed and provisioned by AMPS, you must apply for a role related to the application.

a. The AMPS Homepage will display. Click the '**Request Role**' link

AMPS Homepage

A list of Organization Groups will be displayed.

b. Select the '**DLA Enterprise Applications**' radio button
c. Click the '**Next**' button
Note: This list of applications changes constantly and this screen may not look the same

Application Organization Group List Request Form Screen

d. You will be prompted to choose the application for which you are requesting access. Select the '**BSM**' radio button

e. Click the '**Next**' button

Application List Request Form Screen

f. You will be prompted to choose an environment for which you require access. Select the '**Production**' radio button

g. Click the '**Next**' button

Environment Request Form Screen

h. You will be prompted to choose the sub-category for which you are requesting access. Select the '**Default**' radio button
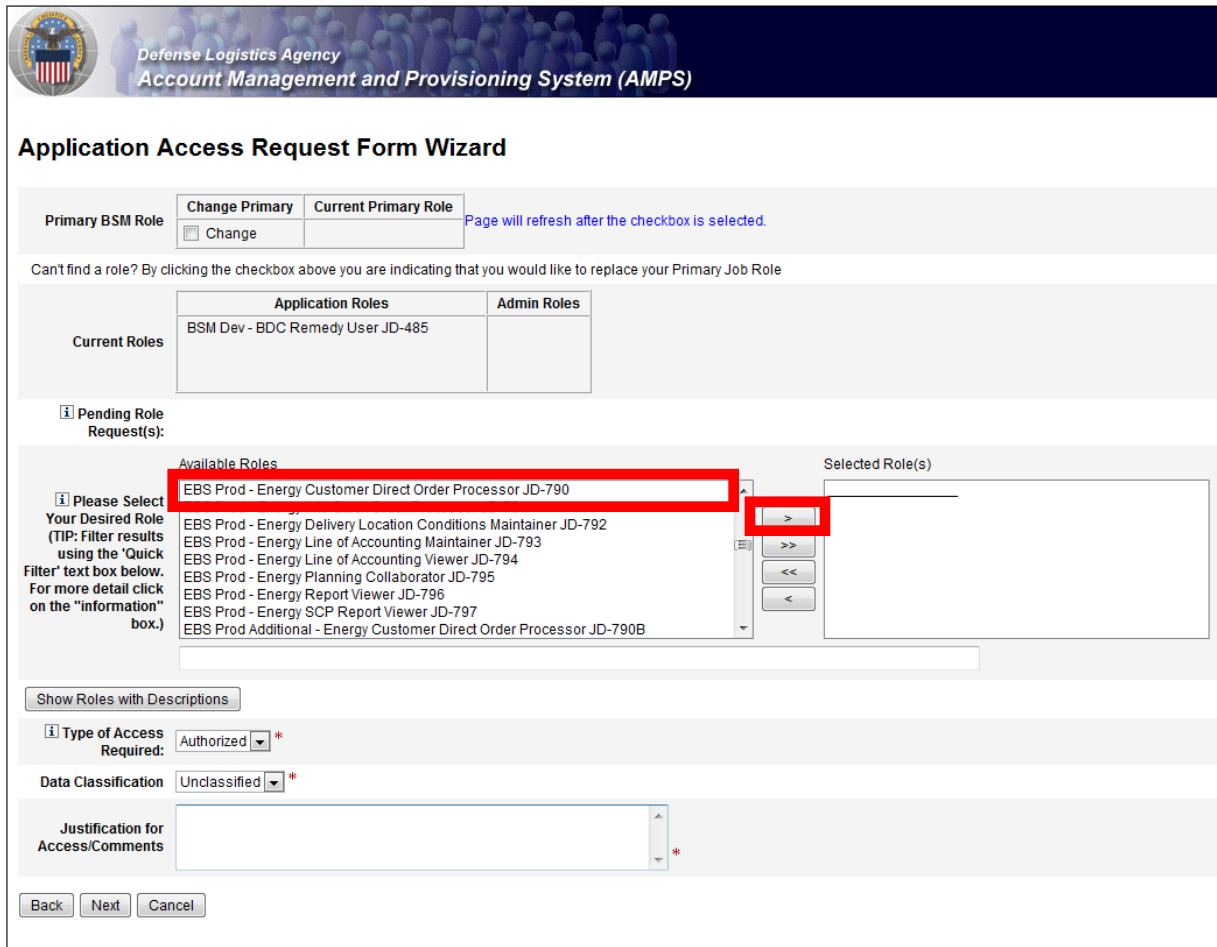
i. Click the '**Next**' button

Sub-Category Screen

j. AMPS will display the roles available to you for the selected application and sub-category. To see the description of the roles, click '**Show Roles with Descriptions**' Return to the original form by clicking '**Hide Descriptions**'

k. Select only ONE of the following **Energy PRIMARY ROLES**:

- EBS Prod - Energy Customer Direct Order Processor JD-790
- EBS Prod - Energy Into-Stock Order Processor JD-791
- EBS Prod - Energy Delivery Location Conditions Maintainer JD-792
- EBS Prod - Energy Line of Accounting Maintainer JD-793
- EBS Prod - Energy Line of Accounting Viewer JD-794
- EBS Prod - Energy Planning Collaborator JD-795
- EBS Prod - Energy Report Viewer JD-796
- EBS Prod - Energy SCP Report Viewer JD-797

l. Once the PRIMARY ROLE has been approved, select only ONE of the following **Energy BOLT-ON ROLES**:

- EBS Prod Additional- Energy Customer Direct Order Processor JD-790B
- EBS Prod Additional - Energy Into-Stock Order Processor JD-791B
- EBS Prod Additional - Energy Delivery Location Conditions Maintainer JD-792B
- EBS Prod Additional - Energy Line of Accounting Maintainer JD-793B
- EBS Prod Additional - Energy Line of Accounting Viewer JD-794B
- EBS Prod Additional - Energy Planning Collaborator JD-795B
- EBS Prod Additional - Energy Report Viewer JD-796B
- EBS Prod Additional - Energy SCP Report Viewer JD-797B

Note: All users are required to request ONE of the "Primary Roles". In cases where a user has responsibilities for more than one functionality, after a "Primary Role" has been approved, the user may request additional roles from the "Bolt-on Roles" list. It is important to only choose additional roles ending in 'B' as requesting another "Primary Role" will delete access to previously approved roles. After the "Primary Role" is approved, you can apply for as many additional "Bolt-on Roles" one-by-one without waiting for each one to be approved.

m. Select your desired role from the list and click the ⟨ > ⟩ button to move the role to the list on the right

Screen with List of Available Roles

n. Select '**Authorized**' from the **Type of Access Required** drop-down box

o. Select '**Unclassified**' from the **Data Classification** drop-down box

p. To continue with the role request, type a justification for the request in the **Justification for Access/Comments** field. This is a required field. For example, enter *"JD required to access needed application"*

q. Then click the '**Next**' button

Screen Displaying Role Request Justification

r. An information screen will display. This information screen lists the authority and rules under which information is collected and used. Click the '**Next**' button to continue

AMPS Information Screen

s. You will be prompted to select an **Organization**. Select '**DLA Energy**' from the first dropdown list

t. Select '**Not Applicable**' from the second dropdown list

u. Click the '**Nex**t' button

Organization Screen

v. AMPS will open a page to collect contact and additional pertinent information. Some of the fields will be pre-populated based on your profile. Check to verify that all the information is correct and complete any blank fields that are required

Note: Fields with a red asterisk (*) are required

w. Click the '**Next**' button

Application Access Request Form Wizard

ℹ Tell Us About Yourself

Citizenship US ⬇ * Page will refresh after an item is selected.

Last Name Doe **First Name** John **MI**

Official Address

Street 8725 John J Kingman Road *

City/APO/FPO Alexandria – Hybla * **State/AE/AP** VA ⬇ * **Zip Code** 22060-6221

Country United States of America ⬇

ℹ **Official Email Address** John.Doe. CTR@dla.mil

ℹ **Official Telephone Number** *

User Type Contractor ⬇ * Page will refresh after an item is selected.

ℹ **Job Title** *

ℹ **Name of Contracting Company** *

ℹ **Contract Number** *

ℹ **Contract Expiration Date** 🗓 *

ℹ **SSN** * Click information icon for clarification of SSN usage.

ℹ **Re-enter SSN** *

ℹ **IA Training And Awareness Certification Requirements Completion Date** 🗓 *

Back Next Cancel

Application Access Request Form

x. AMPS will open a form that will allow you to type additional information about your request that would be helpful in setting up your account. Completing the **Optional Information** box is optional

y. Completing the **DoDAAC(s)** information box is REQUIRED in order to set up your account. List the DoDAACs for which you are requesting access

z. Click the '**Next**' button

Optional Information Screen

aa. AMPS will open a screen to validate information about your Direct Supervisor. Ensure the information listed is correct or check the box next to **Change Your Supervisor** to select another supervisor

bb. Click the '**Next**' button

Screen to Validate Direct Supervisor's Information

cc. AMPS will open a page to display the *Terms and Conditions and Non-Disclosure Agreement*. Read the *User Acceptance Statement* and the *Non-Disclosure Statement*

dd. Click the '**I Agree**' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement

ee. Click the '**Next**' button

Terms and Conditions and Non-Disclosure Agreement Screen

ff. Error messages will display if there is any missing information in your request. To eliminate the error messages, use the '**Back**' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request

In the example below, fields were left blank, resulting in the errors listed

gg. Click the '**Next**' button

Screen Displaying Error Messages

hh. The *Inbox Item Edit* screen will display and lists the System Authorization Access Request (SAAR) number for your request, the name of the application, and the role for which you have applied

ii. Click the '**Submit**' button to transmit the finished request. This will start the review process and return you to the *AMPS Homepage*

Note: If you do not click the '**Submit**' button, your SAAR will not be forwarded for approval.

Inbox Item Edit Screen

III.   Role Processing and Approval

a. After your role request has been submitted, AMPS will send you an e-mail listing your SAAR #, requested application and role. Below is an example of the e-mail you will receive when you initially submit your request
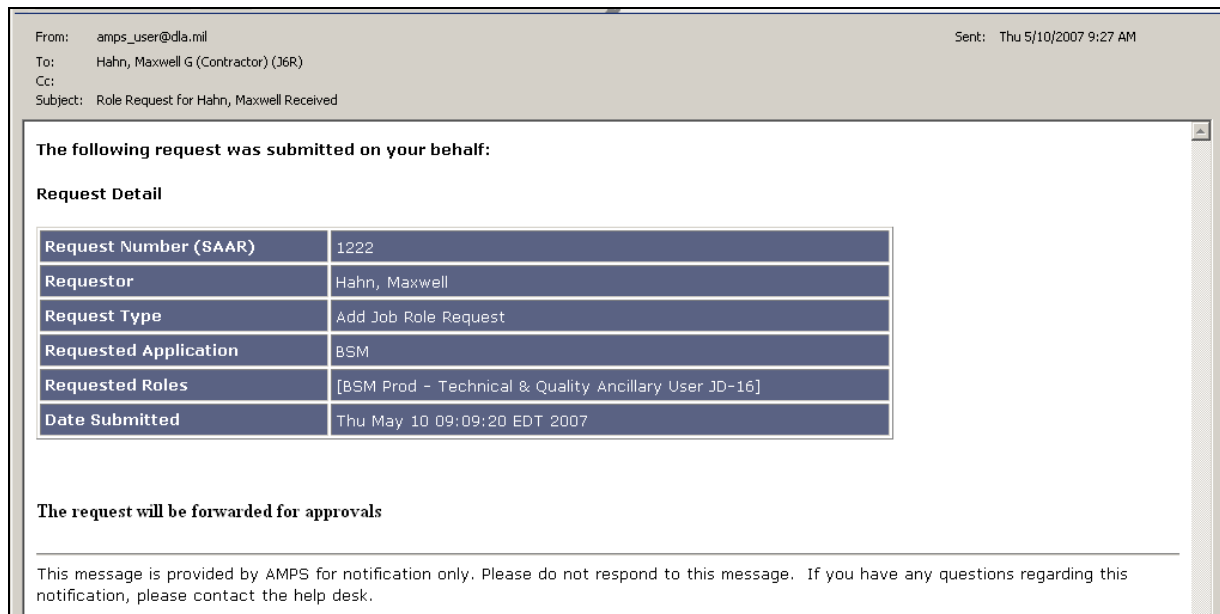
Sample AMPS Request Submitted E-mail

b. AMPS will also send an e-mail notification to the identified Supervisor and Security Officer as part of the approval process
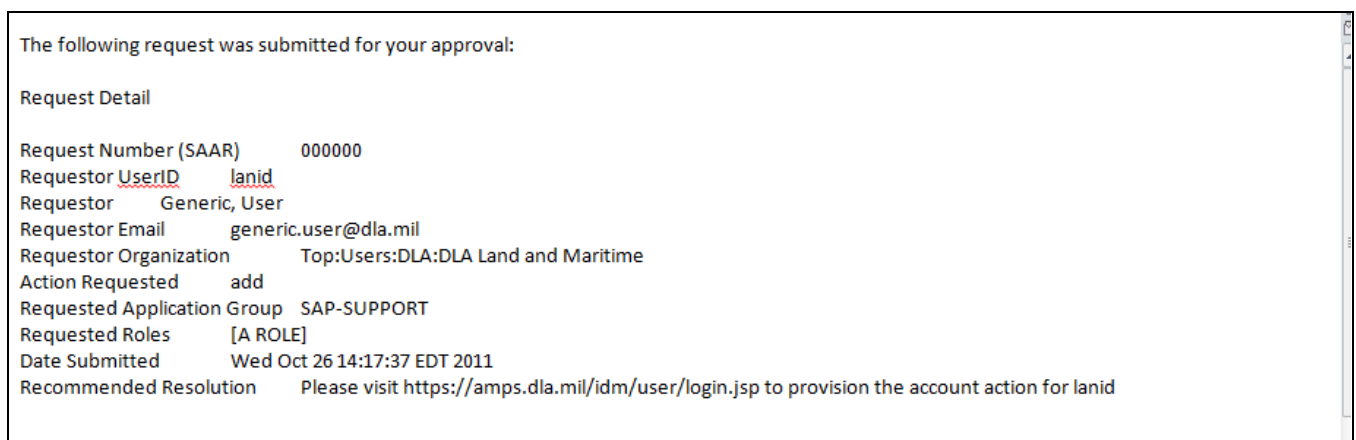
Sample E-mail to Approvers

c. AMPS status will be e-mailed to you at each step of the process. The e-mail below is indicating the status of the request as pending a supervisory approval

Sample AMPS Request Status E-mail

d. After the Supervisor and Security Officer have approved the request, an e-mail will be sent to the Data Owner indicating that a request is pending

e. Following the Data Owner's review and approval, the Information Assurance Officer will be sent an e-mail to perform a final review and approval

IV.   Approval Complete

Once all required approvals have been granted, AMPS will send an e-mail to notify you that the role has been approved. At that time, data/DoDAACs will not be linked to your account. Please allow 7 days before contacting the Help Desk if your data does not appear.

The following request has been approved and your access has been granted:

Request Number (SAAR)	15954
Requestor	User, Sample
Request Type	Add Job Role Request
Date Submitted	Thu Nov 10 13:37:59 EST 2011
Date of Approval	Wed Nov 16 09:48:01 EST 2011
Requested Application	DISP
Requested Roles	[DLA Disposition Services Prod EX – RTD Customer DDS-413]

Your EBS access has been provisioned. External Portal users, If you do not have a SmartCard(ie. Common Access Card), please log onto the portal with the same Userid and Password that you use for AMPS. All other users, please contact your Local Help Desk for assistance in obtaining your password. EBS Sustainment users, please contact the BSM Security Help Desk.

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS Help Desk.

Sample AMPS Request Approved E-mail

V.   AMPS Expiry Process

When you request a job role, a default expiration date is set for one year which the Supervisor can change to a shorter period of time. At the completion of the request process (when the role is approved and added), your user ID, the job role requested and the expiration date are added to an expiry record. This record is tracked by AMPS so that 30 days prior to expiration, an expiry task is begun which assigns a SAAR# and sends you a notification email. Follow the instructions in the email to log into AMPS to extend the role or it will expire.